

How to apply - Administrative Traineeship for Vocational Education and Training graduates

This page explains: how to submit a valid application, and what happens after each step, from application to placement offer.

General application

Start by submitting your online application for the Vocational Education and Training traineeship.

In this step, you create your EU Login, complete the application form and upload all required documents.

[See how to fill the form and which documents qualify as proof](#)

Step 1. Access EU Login

If you are a new user, register on European Commission Authentication Service ([EU Login](#)) to begin your application.

Step 2. Complete the online application form

Registration is available only during the application periods held twice a year. If the application form is not available, consult the sessions calendar and return when applications are open.

- Access the form via your [candidate account](#). Click on **Send an application and choose the traineeship type** to access the application form.
- You may apply for one **traineeship type only per session**; choose 'ADMIN VET' (Administrative - Vocational Education and Training graduates).
- Follow the instructions in each section.
- You may save and return to your draft before submission.

Important

- Everything you declare must be supported by documents.
- **If you submit more than one application for the same traineeship type, only the first application submitted will be considered. If you apply for more than one traineeship type in the same session, all applications will be rejected.**

Step 3. Upload supporting documents

1. All supporting documents must be uploaded as one single PDF file.
2. Documents must prove:
 - Education
 - Language knowledge
 - Identity
 - Any experience or skills declared.
3. Missing or insufficient evidence may lead to rejection.
4. Document only the items you have declared.
5. Check what documents will you need as proof: [Supporting documents](#).

Step 4. Submit your application

1. Review your application carefully before submission.
2. **After submission:**
 - **No additional documents or corrections will be accepted**
 - The application is assessed based only on submitted information.

3. Technical support may take up to 3 working days.

What follows?

1. Eligibility and scoring checks are carried out.

Applications are assessed on the basis of the following criteria and in the following order of relevance:

- **Education**
 - **Language knowledge**
 - **Work experience**, if any
 - **International profile**, if any
 - **Rare field of studies**, if any.
2. Nationality quotas are applied.
 3. Declarations are verified against documents by three verifiers.
 4. The process usually takes **4–8 weeks after the deadline**.
 5. Results are published in your account and notified by email. Check your account regularly to avoid missing email notifications caused by spam filters.
 6. Candidates who pass eligibility checks are included in the **Virtual Blue Book**.

Pre-selection does **not guarantee** a traineeship placement.

Virtual Blue Book

If you pass the eligibility checks, you will be included in the Virtual Blue Book.

You can then apply for specific traineeship positions offered by Commission services and agencies.

[How to apply for traineeship positions](#)